

SECRETARY TO CITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility to serve as an administrative secretary to the City Manager, relieving the City Manager of administrative and business detail and resolving day to day operational problems. This work also involves responsibility for performing difficult and complex secretarial tasks. The work can be characterized as involving responsible secretarial tasks requiring a high degree of mature judgment and knowledge of office policies and procedures. Work is performed in accordance with general instructions received from the City Manager with considerable leeway for independent decisions in carrying out assignments. Supervision is not a responsibility of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as personal secretary to the City Manager, which includes the composition of letters in response to routine inquiries for information, answering routine questions from the general public, and other related office duties;

Performs tasks regarding the more confidential aspects of the City Manager's work including composing confidential correspondences and maintaining confidential records;

Schedules and arranges meetings, conferences and appointments relative to confidential matters;

Designs, sets up and maintains files of correspondence, documents and records related to the activities of the office;

Screens callers or visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;

Prepares agendas for meetings to be held with department heads and other administrators;

Prepares reports using statistical and narrative information;

Prepares correspondence, memoranda, reports, minutes of meetings and contracts using a personal computer;

Opens, reviews, sorts and prioritizes incoming mail, researches and attaches appropriate background material to correspondence;

Orders office supplies and maintains inventory of supplies and equipment;

Trains and instructs new personnel regarding specific office procedures, practices or policies;

Operates a personal computer, peripheral equipment and other related office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of secretarial practices;

Thorough knowledge of modern office terminology, procedures, equipment and business English;

Good knowledge of the organization, functions, policies, regulations, and terminology of the City Manager's office;

Ability to handle administrative details independently including the composition of letters, memoranda and reports;

Ability to maintain record systems and prepare written and statistical reports;

Ability to provide training and instruction to new personnel on office practices and procedures;

Ability to understand and interpret written material;

Ability to summarize information in both narrative and numerical form;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of speed;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;

Initiative and resourcefulness;

Tact and courtesy;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in secretarial science or a related field and one (1) year of secretarial or clerical experience in administrative office support which involved using a personal computer; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.